



What's New in HePS!

HePS is constantly undergoing refinement based on your needs and comments. Here is a summary of the latest changes to be implemented September 2008.

Island and Category Selection

When creating a new solicitation you will be prompted to select the following:

1. The island(s) on which the goods are services are to be delivered .
2. The category of procurement
 - a. Constructions;
 - b. Goods and Services;

All islands are listed and can be checked individually or you can select all islands by checking “State Wide”.

Categories are selected from a drop down and include: Construction, and Goods and Services. Health and Human Services, and Professional Services will also become available when we begin using HePS for those methods of procurement. For now, please do not select those choices..

Both of these new features are now in the Mandatory section when creating a solicitation.

Solicitation Title and Description

The Solicitation Title will now be a mandatory selection when creating a solicitation. Only the Title block is required, the description area remains optional.

The title will appear in many places, including the email notification sent to vendors. The buyer's view from the On Internet page, and is used in the new HePS PNS website for vendors.

Review / Edit [Custom Solicitation Title and Description](#) STEP 5 [Custom Title or Description Exists](#)

Custom Title:	test
Custom Description:	

Review / Edit [Solicitation Islands/Category](#) STEP 6

Award Email Distribution

When creating an award, buyers can now select to send a copy of the award to the contact person listed on the solicitation by checking that box.

Award Email Distribution

Award Document Copies to:	Ship to contact(s): <input type="checkbox"/>	Requisitioner: <input type="checkbox"/>	All: <input type="checkbox"/>	Additional below separated by commas, no spaces Additional: <input type="text"/>
	Bill to contact: <input type="checkbox"/>	Self: <input type="checkbox"/>	Contact: <input type="checkbox"/>	
	Email above NOW: <input type="checkbox"/>	After approvals and lag days: <input type="checkbox"/>	Do not send document copies at this time: <input type="checkbox"/>	

Historical Records (Static Copy)

Copies of original documents, referred to as “static” documents in HePS will now be accessible to buyers. These original documents include solicitations, amendments, abstracts, and awards. Static history is found under the **Awards Manager tab** and then by selecting either **RFB, RFI, RFP or RFQ** on the sub-tab. A list of awards appears for the type selected. By clicking on the linked **Solicitation** number a pop up will have links to all the original documents. For example, if there were multiple amendments to the solicitation they will all have a link.

Static copies can also be found in other areas. While a solicitation is on the internet there is a link to previous versions of the solicitation. After an award is made there is a link to static copies of the award (s) from the dropdown selection at the bottom of the award itself.

Main Solicitation Manager Edit Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA									
Search Awards Linked Awards Locator			Alternate Proposal Locator Award Expiration Tracker		All > RFB RFI RFP RFQContact Us Help MenuLogout				
Detail	Awarded To	RFQ Nbr - Abstract	Requisition/ Document Nbrs	PO Nbr	PO Date	Cmdty Code	Short Description	Agency	
	THE BARRON CORPORATION	Q200800999 - A	R200801624 D200802683	PO200800223	Wed Aug 13 2008	30504	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support	
	THE BARRON CORPORATION	Q200801367 - A	R200801982 D200803234	PO200800222	Wed Aug 06 2008	20010	CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED,	Client Support	
	TEST COMPANY	Q200801353 - A	R200801960 D200803194	PO200800216	Mon Jul 14 2008	30500	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support	
	TEST COMPANY	Q200801008 - A	R200801185 D200801915	PO200800213	Wed Jul 09 2008	80005	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman T	Client Support	
	THE BARRON CORPORATION 3	Q200801227 - A	R200801829 D200802985	PO200800210	Wed Jul 09 2008	30500	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support	
	http://c10.sicomm.net/?poNbr=PO200800210&poAgencyNbr=P...				7	Tue Jul 08 2008	12030	SICOMMET TEST REQS	Client Support
Detail					PO Date	Cmdty Code	Short Description	Agency	
					0	Mon Jun 30 2008	20000	CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED,	Client Support
					9	Mon Jun 30 2008	30500	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support
					7	Thu Jun 26 2008	30500	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support
					8	Thu Jun 26 2008	30500	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support
					6	Wed Jun 11 2008	80005	SHOES AND BOOTS Boots and Shoes, Athletic and Sportsman T	Client Support
					9	Thu May 15 2008	30500	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support
Detail					PO Date	Cmdty Code	Short Description	Agency	
					0	Wed May 14 2008	10004	BARRELS, DRUMS, KEGS, AND CONTAINERS Baskets, All Types (Client Support
					1	Wed May 07 2008	10004	BARRELS, DRUMS, KEGS, AND CONTAINERS Baskets, All Types (Client Support
					8	Wed May 07 2008	30504	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support
					7	Wed Apr 30 2008	30504	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support
					2	Mon Apr 14 2008	30504	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	Client Support
	New vendor	Q200800952 - A	R200800952 D200802571	PO200800167	Mon Mar 24 2008	10004	BARRELS, DRUMS, KEGS, AND CONTAINERS Baskets, All Types (Client Support	
Detail	Awarded To	RFQ Nbr - Abstract	Requisition/ Document Nbrs	PO Nbr	PO Date	Cmdty Code	Short Description	Agency	

File Edit View Favorites Tools Help
Links SPO BASEC Login BASEC Training BASIC Admin BASEC c10

Solicitation Q200801227
On Disk Solicitation Static History


Wrote: Version: 02 On: 06/06/2008 04:06:59
Wrote: Version: 01 On: 05/28/2008 09:05:57
Wrote: Version: 00 On: 05/27/2008 01:05:51

On Disk Abstract Static History
Wrote: Abstract On: 07/09/2008 08:07:04

On Disk Award Static History
Wrote: Award PO200800210

Close

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- onDiskStaticSolicitations - Mon, 25 Aug 2008 marcelo

<div>  <div> Main Solicitation Manager Edit Awards Manager Award History Approvals Manager Miscellaneous CAPTURE DATA </div> </div>									
New In Work On Hold On Internet			Awaiting Award Awarded Find			Consolidation Mgmt Contact Us Help Menu Logout			
View	View	7 / 1	Amend	Remove	Client	RAFANAN ETA: \$2222	RFQ	Q200801106	R200801749
NIGP / Description: 30504: custom title						D200802882 1 07			
HePS PNS: Niihau Category: Goods & Services									
Solicitation Closes: Fri Aug 15 2008 5:30 PM									
Static Solicitation View: Version: 07 Version: 06 Version: 05 Version: 04 Version: 03 Version: 02 Version: 01 Version: 00									

Review Abstract

Create New Requisition

Create New Solicitation

Create Change Order

View/Edit Internal Comments

Edit AWARD Descriptions/Instructions

Print Document

View AWARD Email Date Info

View Change Order Versions

Email Document to below

Re-Email Document to Vendor

Cancel/Split/Re-Award Award

Re-view Email Distribution

Show Acct Code Trailer

Certificate of Vendor Compliance

AWARD Summary Report

On Disk Static History

Award PO200800230
On Disk Static History

Written: 08/21/2008 02:08:47

Written: 08/21/2008 01:08:35

Close

Send all of a line items quantity to a different Delivery Point

A buyer can now allocate all line item's quantity to a different delivery point. The previous version required that at least 1 item remain on the original delivery point.

Add Additional Delivery Point

Line Item Information

Document: D200803318

NIGP: 20000

Line Item: 001

Total Line Item Quantity: 1234

Delete	Name	Address	Delivery Code	Quantity
	Public Buy Net Headquarters2	2918 5th Avenue	Headquarters2	0
<input type="radio"/>	Charles Client Department	2918 5th Avenue	CSCLIENT	1000
<input type="radio"/>	Public Buy Net Headquarters	2918 5th Avenue	Headquarters	234

New Delivery Point

Unit Quantity:

Deliver To:

To add a new Delivery Point Click [Here](#) and enter required information.

New Delivery Point Special Instructions

Questions or comments? Contact Mara Smith at mara.smith@hawaii.gov (587-4704), Bonnie Kahakui at bonnie.a.kahakui@hawaii.gov (587-4702), or Frank Pierce at fpierce@sicomm.net (341-8782).

For more detailed information on HePS visit the SPO webpage, <http://hawaii.gov/spo> click **Hawaii Electronic Procurement System (HePS)**.